

Retailer Inventory Tracking System

Visual Guide for using the system

Revised August 2012

www.window.state.tx.us



Welcome to webfile and RITS

The screenshot shows the 'Window on State Government' website. At the top, there is a header with the state seal, the title 'Window on State Government', and the name 'Susan Combs Texas Comptroller of Public Accounts'. To the right, there is a 'Site Search' bar and links for 'Páginas en español' and 'Contact Us'. Below the header is a navigation bar with links for 'HOME', 'ABOUT US', 'TEXAS TAXES', 'EDUCATION', 'FINANCES & ECONOMY', 'STATE PURCHASING', 'FORMS', and 'e-SERVICES'. A 'Quick Start for:' section offers links for 'Citizens', 'Business', and 'Government'. The main content area features the 'webfile Online Tax Filing' logo and a 'Click on RITS' callout box. Below this is a section titled 'Filing and Paying Electronically' with a paragraph explaining WebFile's availability and a link to 'Learn who is required to file and pay electronically'. A 'Franchise Tax WebFile' button is highlighted, with a note that it now offers a payment-only option. The 'MyCPA WebFile' section describes it as a secure login portal for multiple taxpayer IDs and lists various taxes under 'Sales Tax'. To the right, the 'Electronic Data Interchange (EDI) Reporting and Payment' section lists categories like 'International Fuels Tax Agreement (IFTA)', 'Motor Fuels Tax', and 'Natural Gas and Crude Oil Tax'. Below this, the 'Other Electronic Reporting Tools' section lists 'Franchise Tax Accountability Questionnaires', 'Unclaimed Property Holder Reporting', 'Licensed Customs Brokers Export Certification System (LCBECS)', 'Cigarette Delivery Sales Report', and 'Retailer Inventory Tracking System', which is highlighted in yellow. A red arrow points from the 'Click on RITS' callout to the 'Retailer Inventory Tracking System' link.

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Site Search GO

Quick Start for: Citizens Business Government

HOME ABOUT US TEXAS TAXES EDUCATION FINANCES & ECONOMY STATE PURCHASING FORMS e-SERVICES

webfile
Online Tax Filing

Click on RITS

Filing and Paying Electronically

WebFile is available 24 hours a day, 7 days a week. It saves taxpayers and the state of Texas time, money and paper, and meets state requirements to electronically file reports and submit payments to the Comptroller's office. [Learn who is required to file and pay electronically.](#)

Franchise Tax WebFile **NEW:** Franchise Tax WebFile now offers a payment-only option.

MyCPA WebFile

MyCPA is a secure login portal that allows an individual or authorized representative to **set up one user account with access to multiple taxpayer IDs and their related taxes and business accounts. MyCPA is ONLY available for the following taxes.**

- ▶ **Sales Tax**
 - ▶ 911 Taxes
 - ▶ Automobile Burglary and Theft Prevention Authority Tax
 - ▶ Battery Tax
 - ▶ Fireworks Tax
 - ▶ Hotel Tax
 - ▶ Insurance Maintenance Taxes
 - ▶ Insurance Premiums Taxes
 - ▶ Mixed Beverage Tax

Electronic Data Interchange (EDI) Reporting and Payment



- ▶ International Fuels Tax Agreement (IFTA)
- ▶ Motor Fuels Tax
- ▶ Natural Gas and Crude Oil Tax
- ▶ All Other Taxes

Other Electronic Reporting Tools

- ▶ Franchise Tax Accountability Questionnaires
- ▶ Unclaimed Property Holder Reporting
- ▶ Licensed Customs Brokers Export Certification System (LCBECS)
- ▶ Cigarette Delivery Sales Report
- ▶ **Retailer Inventory Tracking System**

RITS Website: bookmark!

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 **Retailer Inventory Tracking System** 

Enter Taxpayer Number

Welcome to the Retailer Inventory Tracking System. Wholesalers and distributors can submit online a report of their sales of cigarettes, cigars, tobacco, wine, beer distilled spirits, and malt liquor made to retailers. **You Will Need The Following Information To Access The System**

- The 11-digit Taxpayer Number assigned by the Comptroller of Public Accounts.
- The initial PIN sent to you in a letter from the Comptroller of Public Accounts if you have not registered with the system **OR** the password that you created or changed after the initial login.

Taxpayer Number: (11 digits, no hyphen)



[Continue](#)

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized use of this system, the data contained herein, or in transit to/from this system, may constitute a violation of laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated data are monitored and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.

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PIN Registration:

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Retailer Inventory Tracking System

Security Check

Please enter your Personal Identification Number (PIN). The PIN can be found in a letter sent to you by the Comptroller of Public Accounts.


Personal Identification Number: (Enter the letters 'DR' plus six digits)

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OR, Established password:




Retailer Inventory Tracking System

Enter Password

Taxpayer Number: 32008387469

Password:

Enter Preparer Info and continue



Retailer Inventory Tracking System

Preparer Information Update

If this contact information has changed, please UPDATE. If not, CONTINUE.

Taxpayer Number: 32008387469

Preparer's First Name:

Middle Initial: (optional)

Last Name:

Email Address:

Daytime Telephone: () - **Extension:**

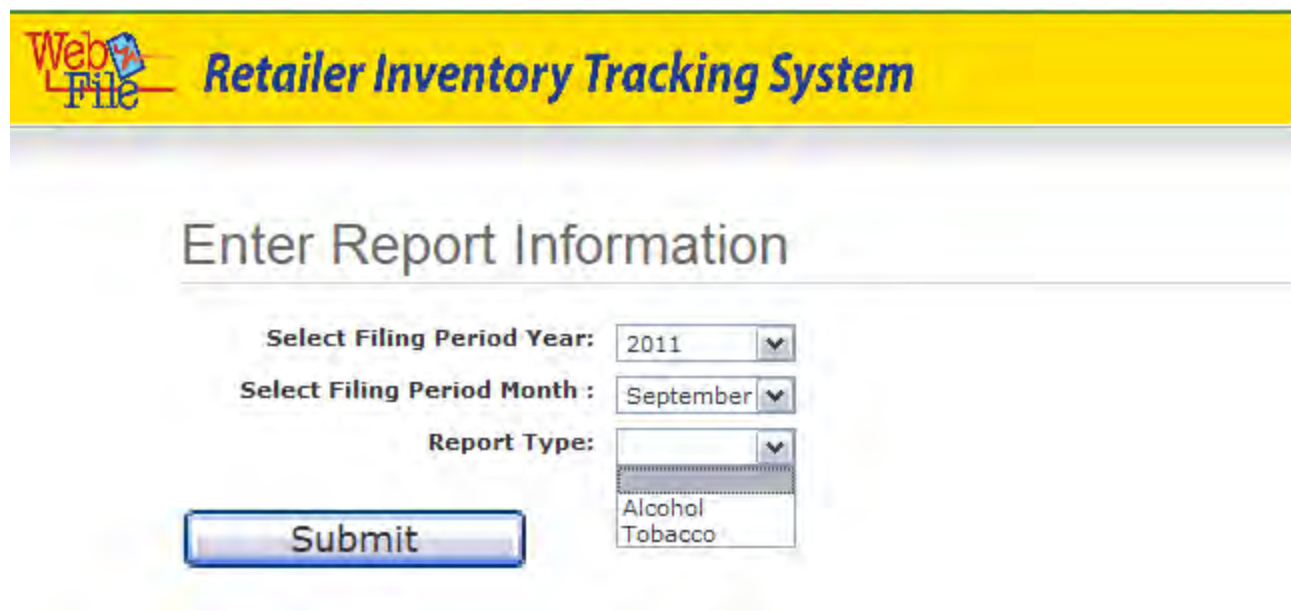
Option to change password



Report periods 101:

- As of September 2011, all alcohol filings must follow the new data layout.
- Nothing has changed for tobacco.
- Any amendments or late submissions for periods prior to September will need to use the old data layout.
- If you are a new filer, you do not need to file anything prior to September 2011.
- If you have been subject to this rule, any amendments will overwrite any prior submissions in its entirety.

Select Type and Submit



The screenshot shows a web application titled "Retailer Inventory Tracking System" with a "Web File" logo. Below the title is a section labeled "Enter Report Information". This section contains three dropdown menus: "Select Filing Period Year:" set to "2011", "Select Filing Period Month:" set to "September", and "Report Type:" which is currently open, showing "Alcohol" and "Tobacco" as options. A blue "Submit" button is located to the left of the "Report Type" dropdown.

Retailer Inventory Tracking System

Enter Report Information

Select Filing Period Year: 2011 ▼

Select Filing Period Month : September ▼

Report Type: ▼

Alcohol
Tobacco

Submit

No sales to report? – check box

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Web File **Retailer Inventory Tracking System** Help | Logout

Select Report To Upload


Browse and choose the file to upload

☒ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.


By checking this box, you are reporting no sales for your Taxpayer Identification and all permits.

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Filing a Zero Report:

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 **Retailer Inventory Tracking System**

[Help](#) | [Logout](#)

Filing a Zero Report

A person violates the law if he or she fails to file a report or makes a false or incomplete report required by Rule 3.9.

If a person fails to file a report or fails to file a complete report, the comptroller may suspend or cancel one or more permits issued to the person under Tax Code, §151.203, and may impose a civil or criminal penalty, or both, under Tax Code, §151.7031 or §151.709.

If a person fails to file a report or fails to file a complete report, the comptroller may notify the Texas Alcoholic Beverage Commission of the failure and the commission may take administrative action against the person for the failure under the Alcoholic Beverage Code.

Agree and Continue

Return to Previous Page


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Uploading – Ready?

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 **Retailer Inventory Tracking System** Help | Logout

Select Report To Upload

Browse and choose the file to upload


☒ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Your will need to have your report ready to upload in a predefined specified comma-delimited file.

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Press Browse to upload CSV

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 **Retailer Inventory Tracking System** Help | Logout

Select Report To Upload

Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

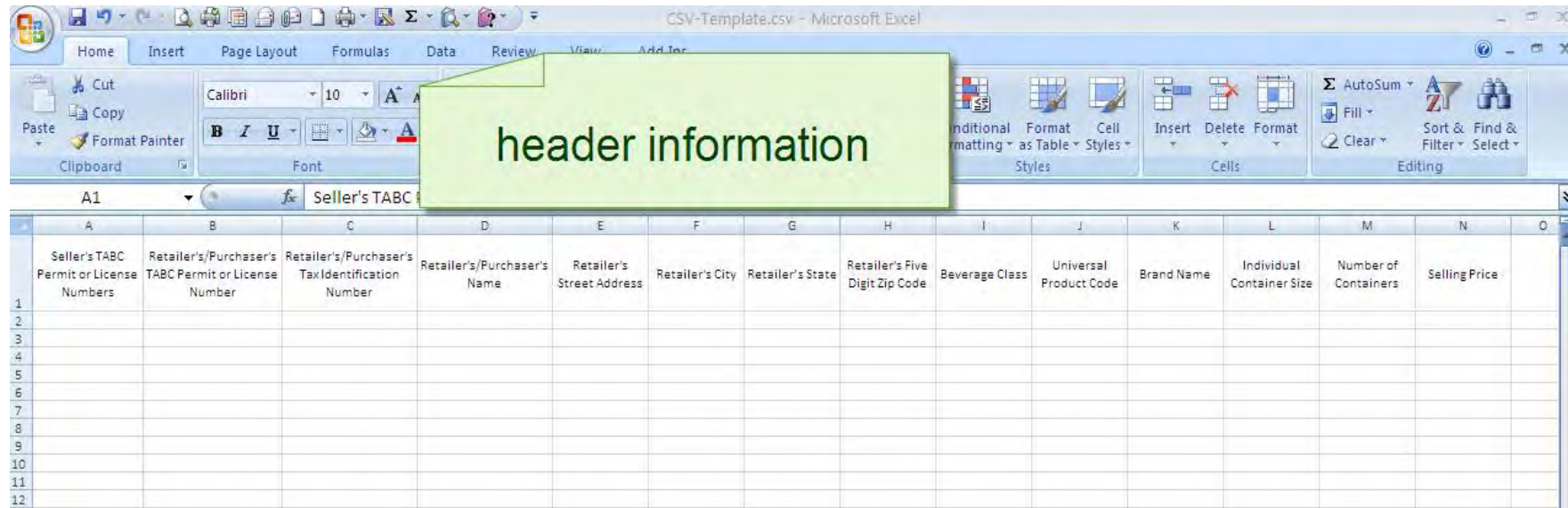
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Example file structure:

Skip this section and move on to uploading if you have your file ready to go.

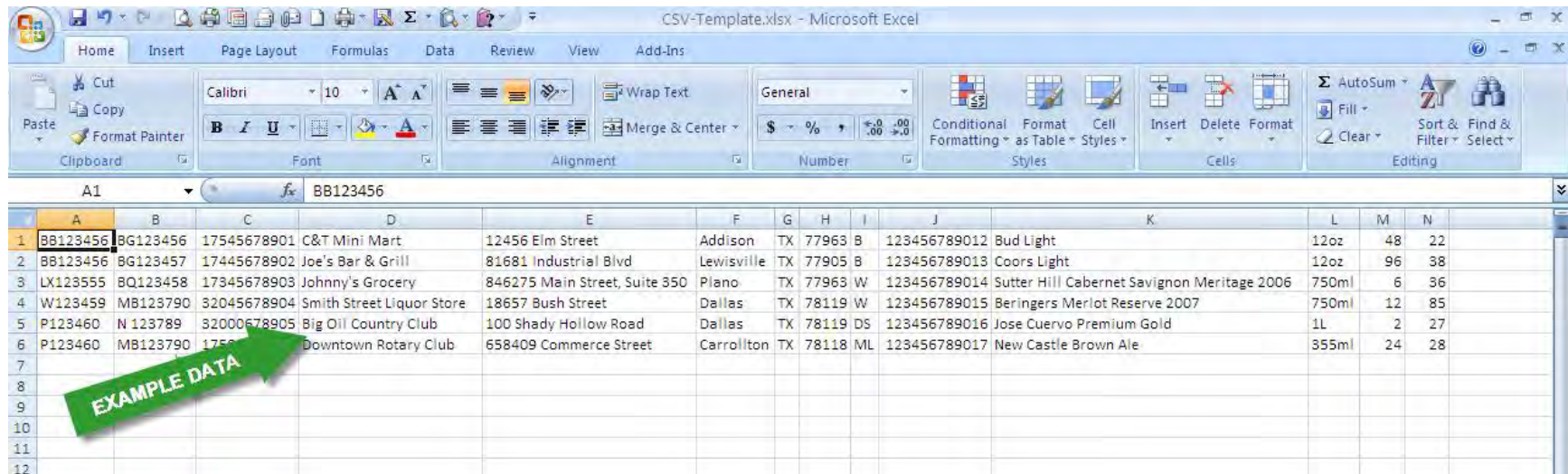
Overview of Column Descriptions



The screenshot shows a Microsoft Excel window titled "CSV-Template.csv - Microsoft Excel". The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home tab is active, showing options for Clipboard, Font, Styles, Cells, and Editing. A green callout box with the text "header information" points to the first row of the spreadsheet. The spreadsheet has columns A through O and rows 1 through 12. The first row contains the following headers:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Seller's TABC Permit or License Numbers	Retailer's/Purchaser's TABC Permit or License Number	Retailer's/Purchaser's Tax Identification Number	Retailer's/Purchaser's Name	Retailer's Street Address	Retailer's City	Retailer's State	Retailer's Five Digit Zip Code	Beverage Class	Universal Product Code	Brand Name	Individual Container Size	Number of Containers	Selling Price	
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

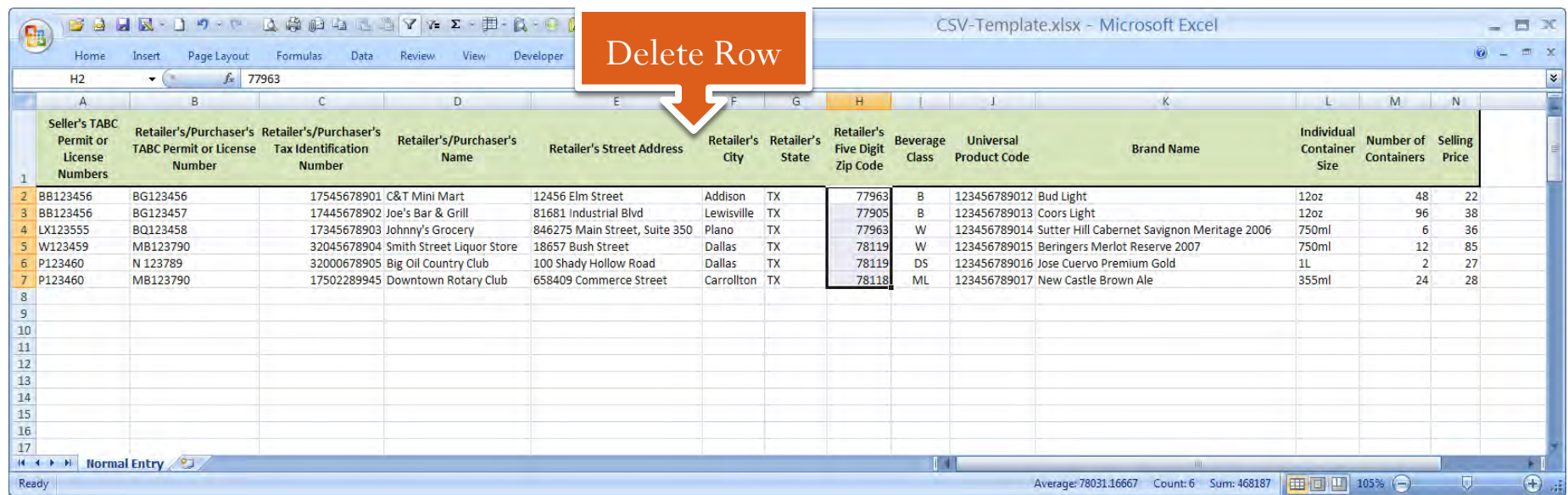
Sample data view:



CSV-Template.xlsx - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BB123456	BG123456	17545678901	C&T Mini Mart	12456 Elm Street	Addison TX	77963	B		123456789012	Bud Light	12oz	48	22
2	BB123456	BG123457	17445678902	Joe's Bar & Grill	81681 Industrial Blvd	Lewisville TX	77905	B		123456789013	Coors Light	12oz	96	38
3	LX123555	BQ123458	17345678903	Johnny's Grocery	846275 Main Street, Suite 350	Plano TX	77963	W		123456789014	Sutter Hill Cabernet Sauvignon Meritage 2006	750ml	6	36
4	W123459	MB123790	32045678904	Smith Street Liquor Store	18657 Bush Street	Dallas TX	78119	W		123456789015	Beringers Merlot Reserve 2007	750ml	12	85
5	P123460	N 123789	32000678905	Big Oil Country Club	100 Shady Hollow Road	Dallas TX	78119	DS		123456789016	Jose Cuervo Premium Gold	1L	2	27
6	P123460	MB123790	17500678906	Downtown Rotary Club	658409 Commerce Street	Carrollton TX	78118	ML		123456789017	New Castle Brown Ale	355ml	24	28
7														
8														
9														
10														
11														
12														

Delete any descriptive headers before saving to CSV:

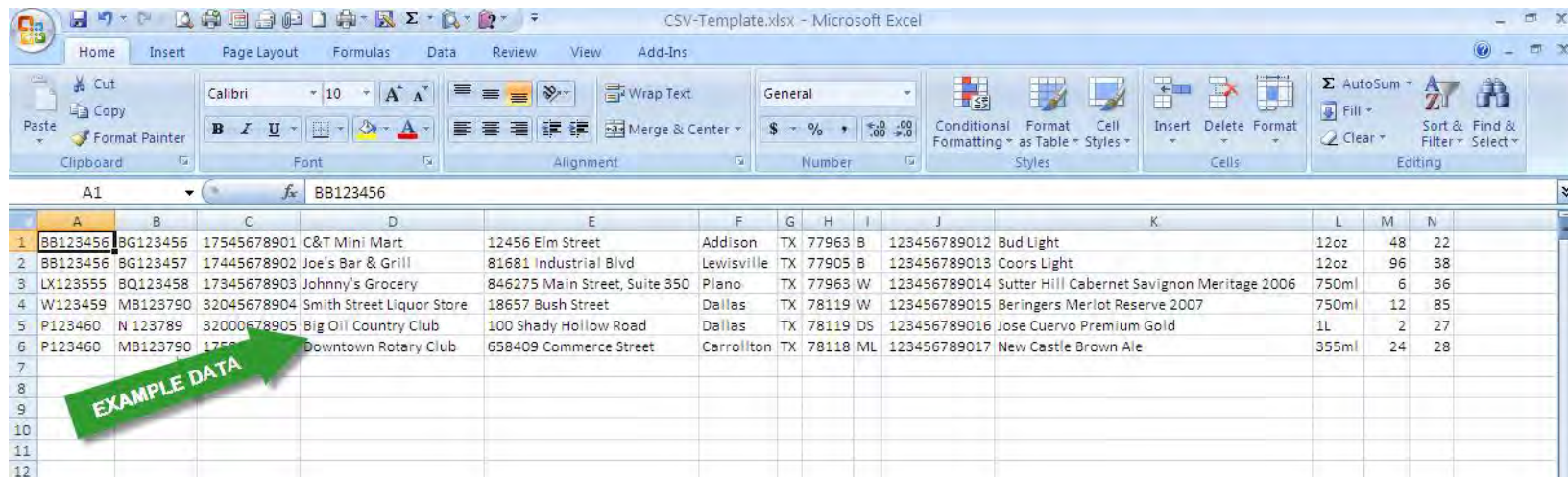


The screenshot shows a Microsoft Excel window titled 'CSV-Template.xlsx'. The formula bar displays 'H2' and '77963'. An orange callout box with the text 'Delete Row' and a downward arrow points to row 7 of the spreadsheet. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Seller's TABC Permit or License Numbers	Retailer's/Purchaser's TABC Permit or License Number	Retailer's/Purchaser's Tax Identification Number	Retailer's/Purchaser's Name	Retailer's Street Address	Retailer's City	Retailer's State	Retailer's Five Digit Zip Code	Beverage Class	Universal Product Code	Brand Name	Individual Container Size	Number of Containers	Selling Price
2	BB123456	BG123456	17545678901	C&T Mini Mart	12456 Elm Street	Addison	TX	77963	B	123456789012	Bud Light	12oz	48	22
3	BB123456	BG123457	17445678902	Joe's Bar & Grill	81681 Industrial Blvd	Lewisville	TX	77905	B	123456789013	Coors Light	12oz	96	38
4	LX123555	BQ123458	17345678903	Johnny's Grocery	846275 Main Street, Suite 350	Plano	TX	77963	W	123456789014	Sutter Hill Cabernet Sauvignon Meritage 2006	750ml	6	36
5	W123459	MB123790	32045678904	Smith Street Liquor Store	18657 Bush Street	Dallas	TX	78119	W	123456789015	Beringers Merlot Reserve 2007	750ml	12	85
6	P123460	N 123789	32000678905	Big Oil Country Club	100 Shady Hollow Road	Dallas	TX	78119	DS	123456789016	Jose Cuervo Premium Gold	1L	2	27
7	P123460	MB123790	17502289945	Downtown Rotary Club	658409 Commerce Street	Carrollton	TX	78118	ML	123456789017	New Castle Brown Ale	355ml	24	28
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

The status bar at the bottom shows 'Average: 78031.16667 Count: 6 Sum: 468187' and a zoom level of 105%.

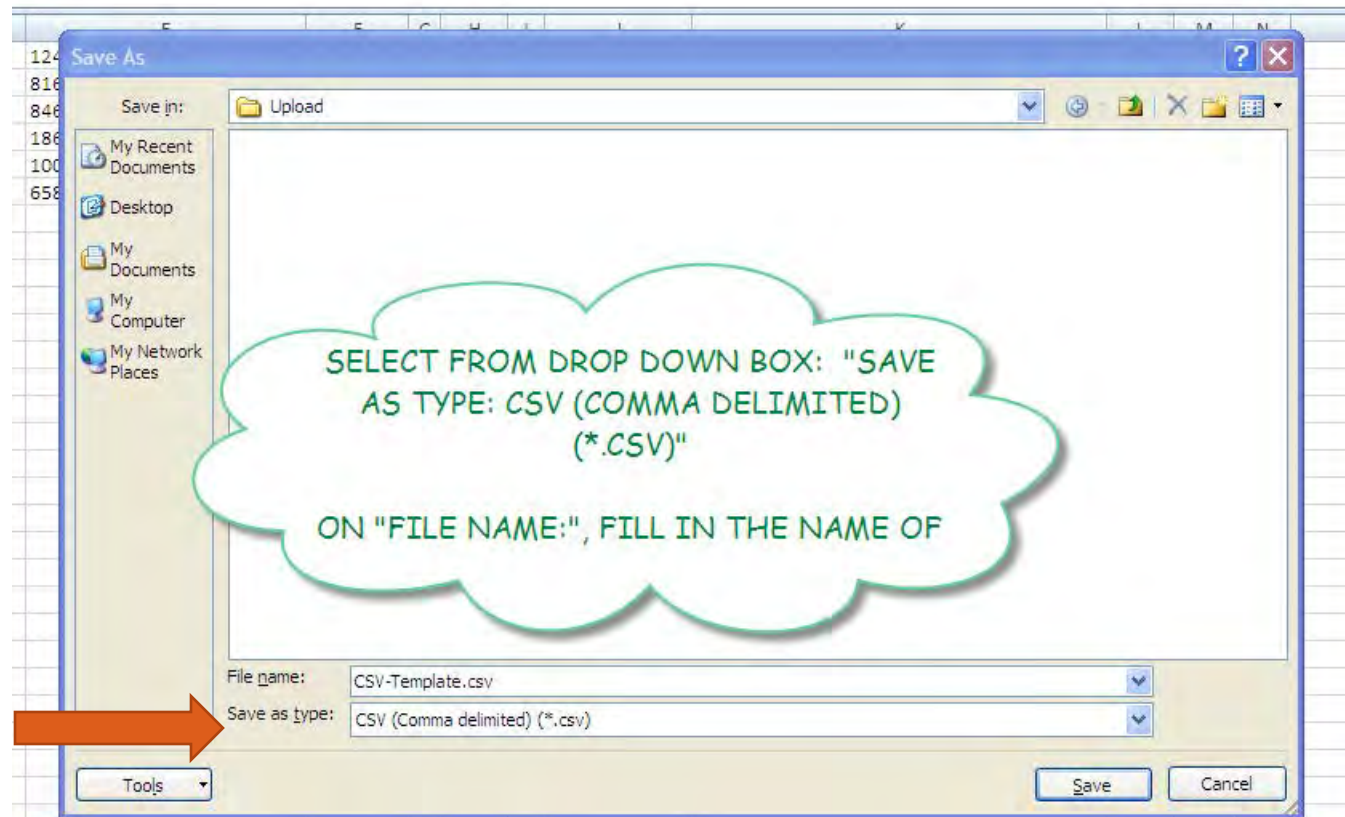
First record of CSV file starts with the first row of data



CSV-Template.xlsx - Microsoft Excel

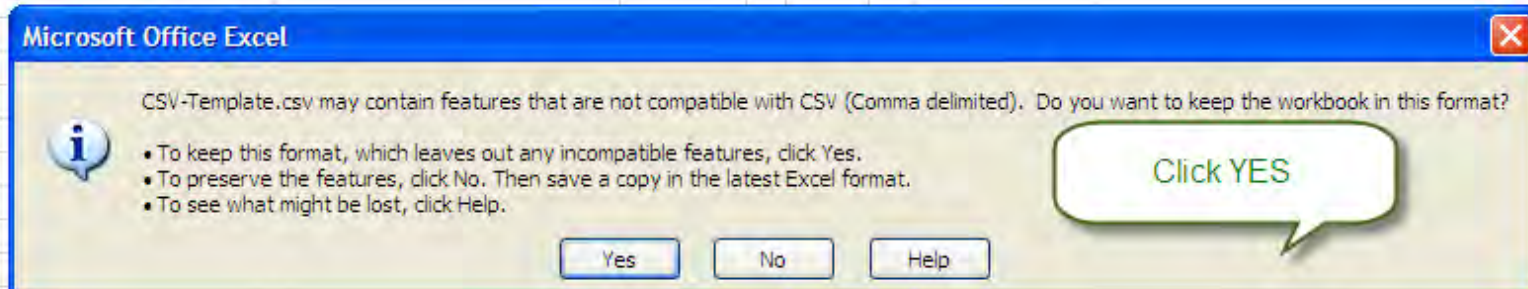
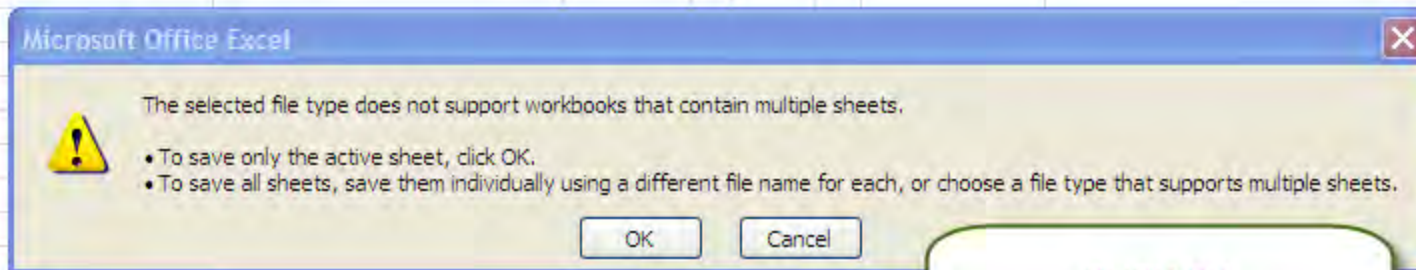
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BB123456	BG123456	17545678901	C&T Mini Mart	12456 Elm Street	Addison	TX	77963	B	123456789012	Bud Light	12oz	48	22
2	BB123456	BG123457	17445678902	Joe's Bar & Grill	81681 Industrial Blvd	Lewisville	TX	77905	B	123456789013	Coors Light	12oz	96	38
3	LX123555	BQ123458	17345678903	Johnny's Grocery	846275 Main Street, Suite 350	Plano	TX	77963	W	123456789014	Sutter Hill Cabernet Sauvignon Meritage 2006	750ml	6	96
4	W123459	MB123790	32045678904	Smith Street Liquor Store	18657 Bush Street	Dallas	TX	78119	W	123456789015	Beringers Merlot Reserve 2007	750ml	12	85
5	P123460	N 123789	32000678905	Big Oil Country Club	100 Shady Hollow Road	Dallas	TX	78119	DS	123456789016	Jose Cuervo Premium Gold	1L	2	27
6	P123460	MB123790	17545678906	Downtown Rotary Club	658409 Commerce Street	Carrollton	TX	78118	ML	123456789017	New Castle Brown Ale	355ml	24	28
7														
8														
9														
10														
11														
12														

Excel: Save as option

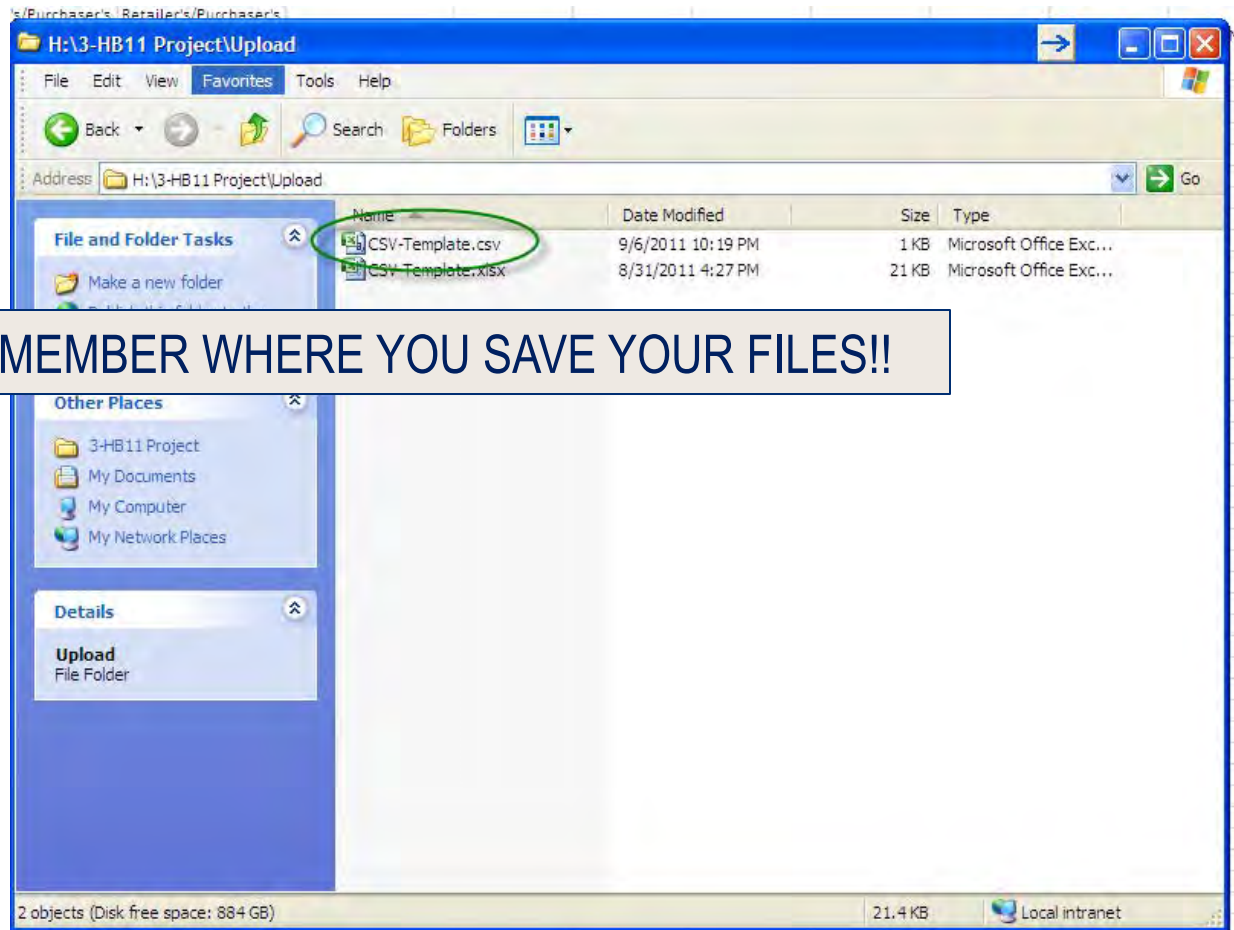


REMEMBER WHERE YOU SAVE YOUR FILES!!

Possible Dialogue Responses:




Look for file with extension - .csv



Back to Browsing:

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 **Retailer Inventory Tracking System** Help | Logout

Select Report To Upload

Browse and choose the file to upload

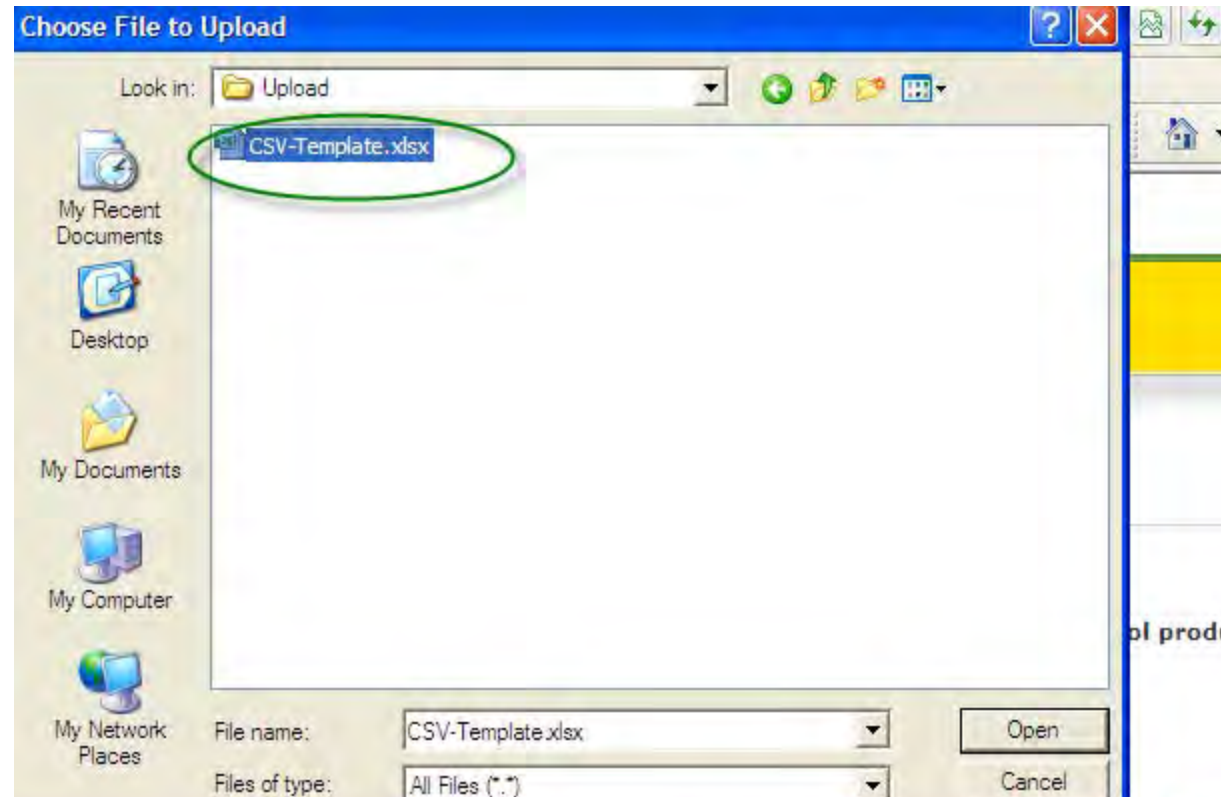
☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

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Navigate to file location to upload:

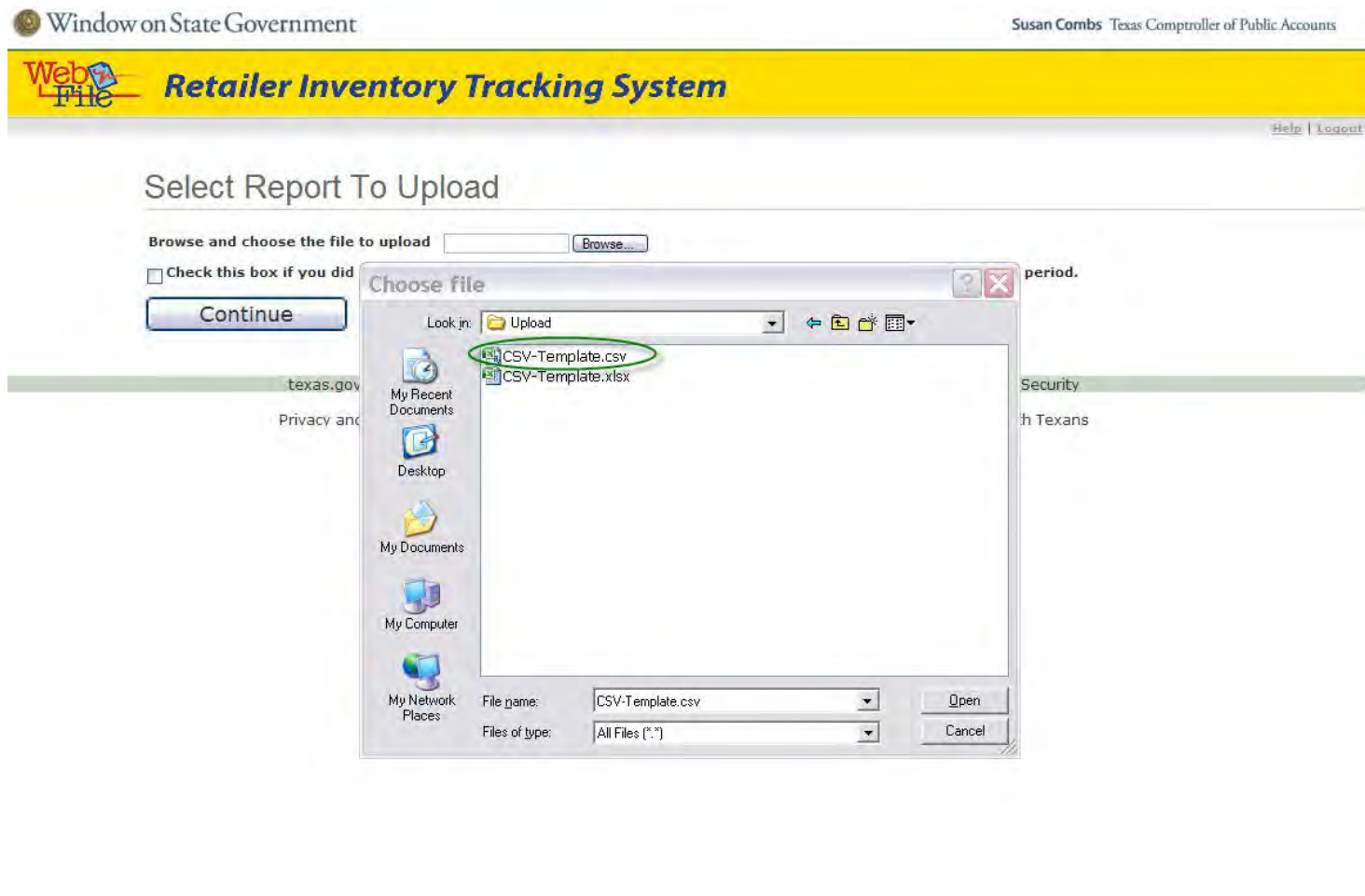
It will not take extensions .xls or .xlsx



NOTE: It will not take files with extensions .xls or .xlsx


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Navigate to file location for upload:



Selected file, ready to continue...

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 **Retailer Inventory Tracking System** [Help](#) | [Logout](#)

Select Report To Upload

Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Notice file location in box, hit continue if correct.

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Validation Errors:

The data layout is very specific about the type of data and the formatting. Here's a what a validation error will look like when you file the wrong report for the wrong period...

Oops – errors



Retailer Inventory Tracking System

[Help](#) | [Logout](#)

Select Report To Upload

Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 2 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 3 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 4 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 5 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 6 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Validation Rules

The following explains the validation of the data, the type and its format. There are 14 columns that have to be in a specific order, and the follow explains in detail what the rules are for each column.

Data Layout – 1st field/column

- **Seller's TABC Permit or License Number**

- The following permit and license holders must file:
 - Wholesalers (**W, X and LX**)
 - Distributors (**BB, BD and BC**)
 - Wineries (**G**)
 - Package stores holding local distributor's permits (**PW/ LP**); and
 - Certain brewers and beer manufactures (**B and BA**)
- Examples:
 - BC123456; BD1234567; P123456; & P1234567
- Each line item on the report must identify the specific TABC permit or license actually making the sale.
- Consolidation of sales under a single TABC permit or license is **not allowed**.
- A single Comptroller-issued taxpayer number may be associated with multiple TABC permits or licenses but an individual TABC permit or license may only be associated with a single taxpayer number.
- This is a **mandatory** field

Data Layout – 2nd field/column

- **Retailer's TABC Permit or License Number**
 - A retailer is the customer or business that purchased alcoholic beverages from you, the seller
 - Examples: BG123456; BQ1234567; N123456; & N1234567
 - Each line item on this report must identify the specific and correct TABC permit or license to which the sale was made.
- This is a **mandatory** field

Data Layout – 3rd field/column

- **Retailer's Tax Identification Number**
 - The 11-digit tax identification number assigned by the Comptroller
 - Must begin with a 3 or 1
 - Do not include dashes
- Examples:
 - 311111111111
 - 177777777777
- This is a **mandatory** field

Data Layout – 4th field/column

- **Retailer's TABC Trade Name:**
 - This is the TABC trade name as it appears on the retailer's permit or license
- Examples:
 - Cold Creek Beer And Wine
 - Hill country Liquor Store
 - Happy Trails Store
- This is a **mandatory** field

Data Layout – 5th field/column

- Retailer's Street Address

- This is the retailer's physical address (street number and street name)

- Examples:

- 1800 North Congress Ave
- 6915 Main St.
- 1628 South Pecan Lane

- This is a **mandatory** field

Data Layout – 6th field/column

- **Retailer's City:**
 - This is the name of the city where the retailer is located
- Examples:
 - Houston
 - Dallas
 - Odessa
 - Bastrop
- This is a **mandatory** field

Data Layout – 7th field/column

- **Retailer's State:**
 - This is the retailer's 2-character state code (TX)
- This is a **mandatory** field

Data Layout – 8th field/column

- Retailer's Five Digit Zip Code
- Examples:
 - 78701
 - 76101
 - 77702
 - 79902
- Do NOT use Zip+4 format
- This is a **mandatory** field

Data Layout – 9th field/column

- **Beverage Class**
- Examples:
 - DS = Distilled Spirits
 - W = Wine
 - B = Beer
 - ML = Malt Liquor and Ale
- Ale is considered malt liquor and should be reported as “ML.”
- Each line item can only have 1 class of beverage designation.
- This is a **mandatory** field

Data Layout – 10th field/column

- **Universal Product Code**

- The manufacturer's UPC for each line item; this is not a SKU code or other internal code
- Each line item will have only 1 UPC, usually 12 digits but not to exceed 18 digits
- If no UPC exists, enter a "0"

- Examples:



Data Layout – 11th field/column

- **Brand Name:**

- This is the complete and specific brand name of each product you sold

- Examples:

- Miller
- Budweiser
- Bud Lite
- Shiner Oktoberfest
- Jack Daniels Black
- Johnnie Walker Red

- This is a **mandatory** field

Data Layout – 12th field/column

- **Individual Container Size:**

- This is the individual bottle, can or container size
- Multi-unit packages or case packs must reflect the size of the individual unit
- Do not use “keg,” “case” or other generic size description

- Report size as follows:

- Distilled spirits and wine containers sizes **less than** 1 liter in milliliters:

- 750 ml 375 ml, 500 ml

- Distilled spirits containers **1 liter and greater** in liters:

- 1.0L, 1.75L, 1.5L

- Packaged beer and malt liquor in ounces:

- 12oz, 16oz, 7oz

- Draft beer in gallons:

- 15.5G, 7.25G

- Imported draft beer or malt liquor may be reported in either gallons or liters

- This is a **mandatory** field

Data Layout – 13th field/column

- **Number of Containers:**
 - This is the number of individual bottles, cans or containers for each line item
 - Multi-unit packages, such as cases, must be broken down into the number of individual bottles or cans
 - To report a credit, enter a negative number (-12; -7)
 - Do NOT include any spaces, decimal points, commas, etc.
- This is a **mandatory** field

Data Layout – 14th field/column

- **Net Selling Price:**
 - This is the total sales amount rounded to the nearest dollar charged to the customer of each line item on this report and should include any applicable discounts
 - To report a credit, enter a negative number (-7; -12)
 - Do not include dollar signs, spaces, decimal, commas, etc.
- This is a **mandatory** field

Common Errors

- Review error messages closely, as they will help you understand the error
- Pay particular attention to the period you are filing (e.g., June's report would be due July 25th)
- Your CSV file will not process if it has headings or titles – remove headings and titles before converting to a CSV file
- An amended report replaces an original report
 - Do not submit corrections only
 - Wait at least 24 hours to submit an amended report
- Do not delete a field; the entire row must be deleted to process correctly
- For Excel users:
 - All corrections must be made in the Excel version and re-saved as CSV for upload – corrections to your CSV file will not process
 - Create 1 file for every month

Avoid the Rush and Penalties

Reports can be filed immediately after the reporting month;
you do not have to wait until the 25th

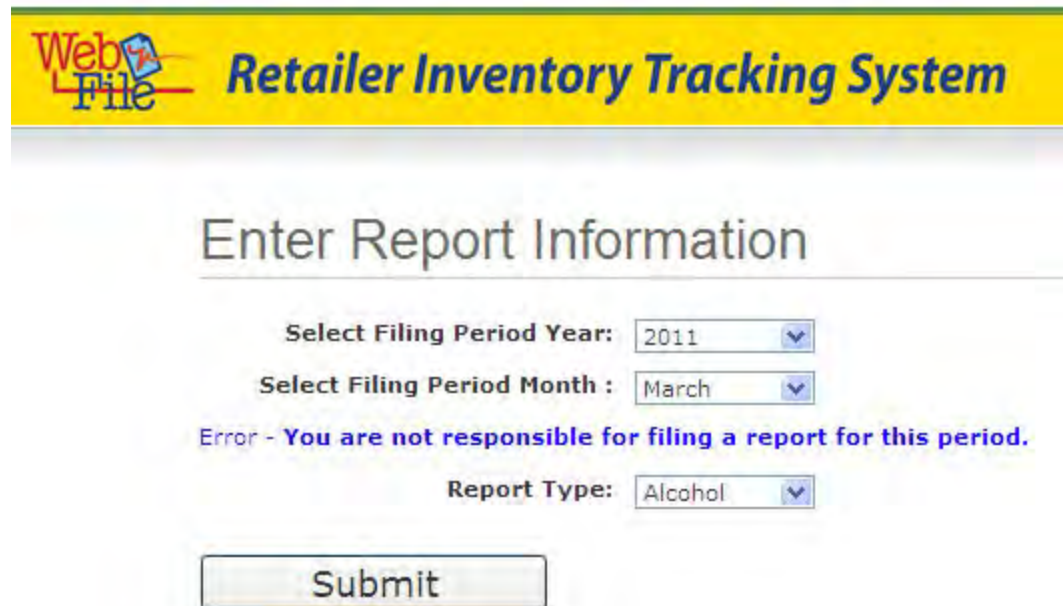
You must file a report even if you have no sales

For questions, contact us at 1-800-531-5441, ext. 3-0959
or via email at HB11@cpa.state.tx.us

Sample Error messages

Suggestions on how to fix...

Not responsible for that period



The screenshot displays the 'Web File Retailer Inventory Tracking System' interface. It features a yellow header with the system name. Below the header, the section 'Enter Report Information' contains three dropdown menus: 'Select Filing Period Year' set to '2011', 'Select Filing Period Month' set to 'March', and 'Report Type' set to 'Alcohol'. A red error message is displayed below the first two dropdowns, stating: 'Error - You are not responsible for filing a report for this period.' A 'Submit' button is located at the bottom of the form.

Web File Retailer Inventory Tracking System

Enter Report Information

Select Filing Period Year: 2011 ▼

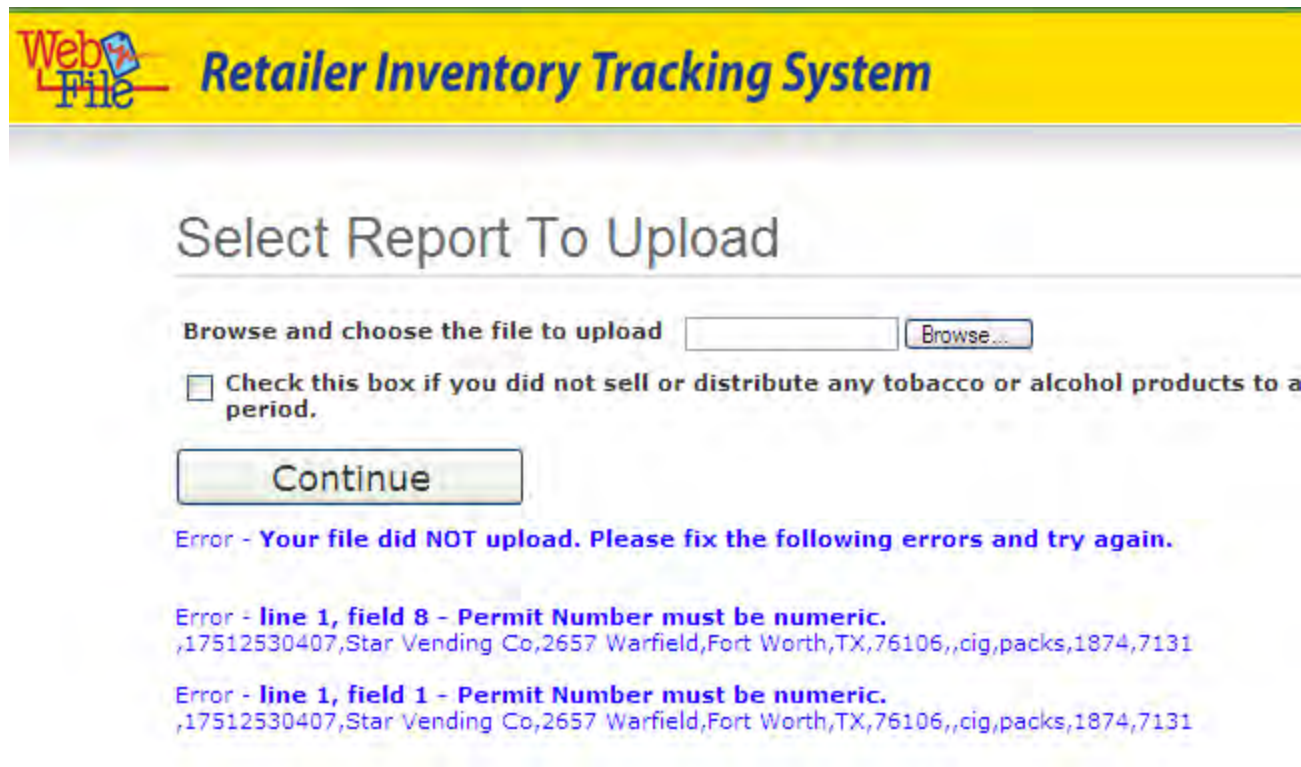
Select Filing Period Month : March ▼

Error - You are not responsible for filing a report for this period.

Report Type: Alcohol ▼

Submit

Permit numbers must be numeric



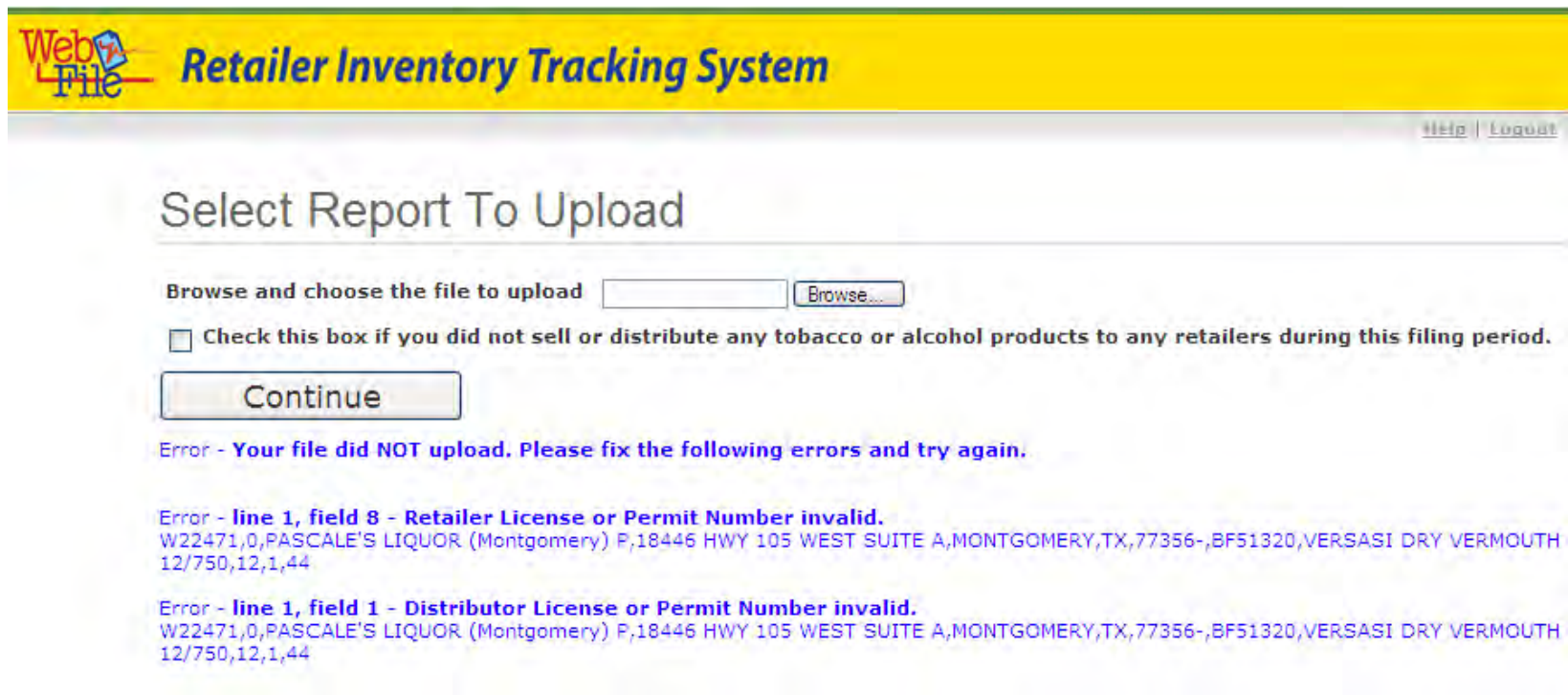
The screenshot shows a web application titled "Retailer Inventory Tracking System" with a "Web File" icon. The main heading is "Select Report To Upload". Below this, there is a text input field and a "Browse..." button. A checkbox is present with the label "Check this box if you did not sell or distribute any tobacco or alcohol products to a period." Below the checkbox is a "Continue" button. At the bottom, there are two error messages in red text:

Error - **Your file did NOT upload. Please fix the following errors and try again.**

Error - **line 1, field 8 - Permit Number must be numeric.**
,17512530407,Star Vending Co,2657 Warfield,Fort Worth,TX,76106,,cig,packs,1874,7131

Error - **line 1, field 1 - Permit Number must be numeric.**
,17512530407,Star Vending Co,2657 Warfield,Fort Worth,TX,76106,,cig,packs,1874,7131

Invalid Permit Number



The screenshot shows the 'Retailer Inventory Tracking System' web interface. At the top, there is a yellow header bar with the 'Web File' logo on the left and 'Help | Logout' links on the right. Below the header, the main heading is 'Select Report To Upload'. Under this heading, there is a section for file upload with a text input field and a 'Browse...' button. Below the input field, there is a checkbox labeled 'Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.' and a 'Continue' button. At the bottom of the form, there is an error message in red text: 'Error - Your file did NOT upload. Please fix the following errors and try again.' Below this, there are two error details in blue text. The first error is 'Error - line 1, field 8 - Retailer License or Permit Number invalid.' followed by the text 'W22471,0,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,BF51320,VERSASI DRY VERMOUTH 12/750,12,1,44'. The second error is 'Error - line 1, field 1 - Distributor License or Permit Number invalid.' followed by the same text 'W22471,0,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,BF51320,VERSASI DRY VERMOUTH 12/750,12,1,44'.

Retailer Inventory Tracking System

Help | Logout

Select Report To Upload

Browse and choose the file to upload

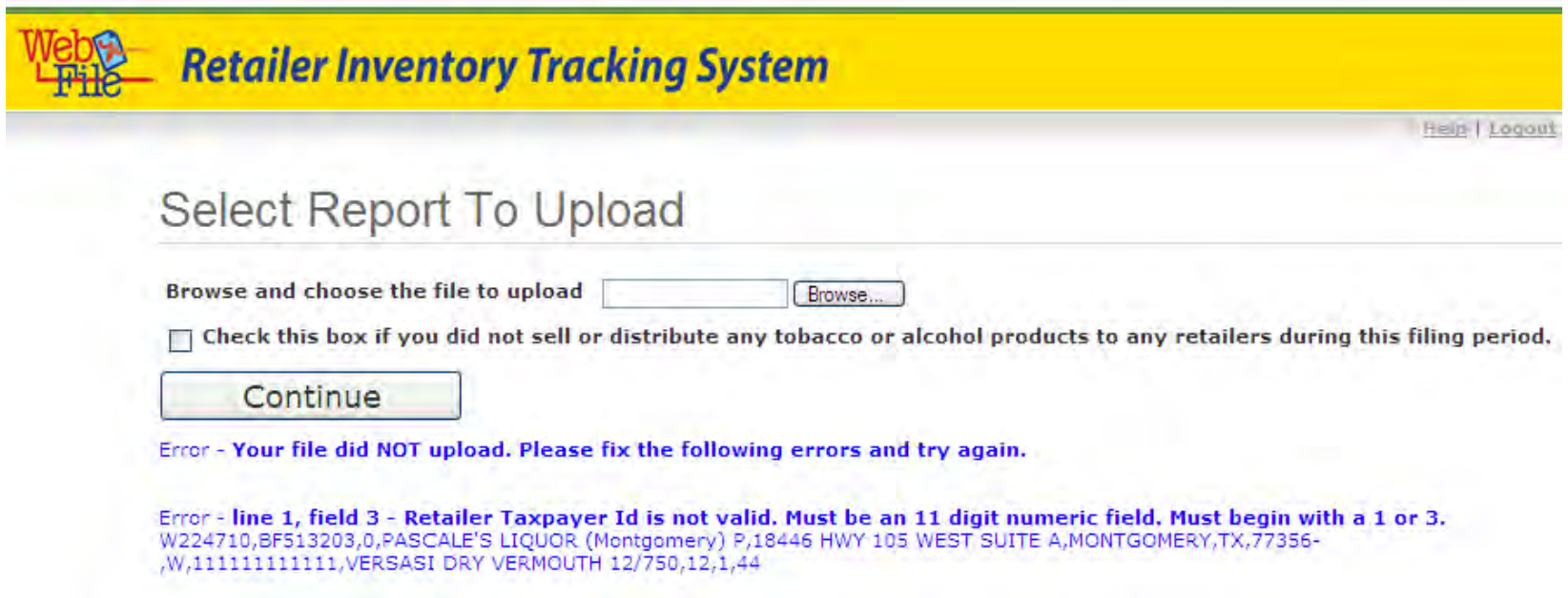
☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Error - **Your file did NOT upload. Please fix the following errors and try again.**

Error - **line 1, field 8 - Retailer License or Permit Number invalid.**
W22471,0,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,BF51320,VERSASI DRY VERMOUTH 12/750,12,1,44

Error - **line 1, field 1 - Distributor License or Permit Number invalid.**
W22471,0,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,BF51320,VERSASI DRY VERMOUTH 12/750,12,1,44

Invalid Taxpayer Number



The screenshot shows the 'Retailer Inventory Tracking System' web interface. At the top, there is a yellow header bar with the 'Web File' logo on the left and 'Help | Logout' links on the right. Below the header, the main heading is 'Select Report To Upload'. Under this heading, there is a section for file upload with a text input field and a 'Browse...' button. Below the input field is a checkbox with the text 'Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.' and a 'Continue' button. At the bottom of the form, there is an error message in red text: 'Error - Your file did NOT upload. Please fix the following errors and try again.' followed by a detailed error message: 'Error - line 1, field 3 - Retailer Taxpayer Id is not valid. Must be an 11 digit numeric field. Must begin with a 1 or 3. W224710,BF513203,0,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,W,11111111111,VERSASI DRY VERMOUTH 12/750,12,1,44'.

Retailer Inventory Tracking System

Help | Logout

Select Report To Upload

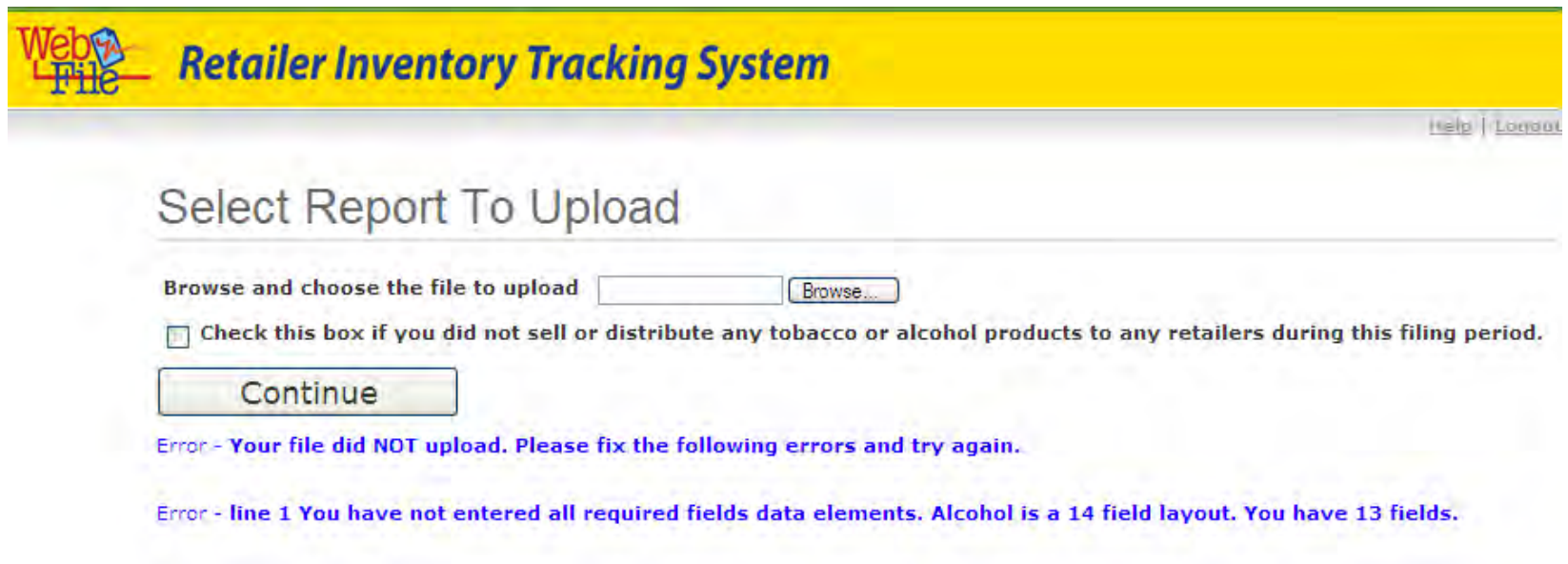
Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1, field 3 - Retailer Taxpayer Id is not valid. Must be an 11 digit numeric field. Must begin with a 1 or 3.
W224710,BF513203,0,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-
,W,11111111111,VERSASI DRY VERMOUTH 12/750,12,1,44

Layout missing required fields



The screenshot shows the 'Retailer Inventory Tracking System' web interface. At the top is a yellow header with the 'Web File' logo and the title 'Retailer Inventory Tracking System'. Below the header, the main content area is titled 'Select Report To Upload'. It contains a text input field and a 'Browse...' button. Below this is a checkbox with the text 'Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.' and a 'Continue' button. At the bottom, there are two error messages in red text: 'Error - Your file did NOT upload. Please fix the following errors and try again.' and 'Error - line 1 You have not entered all required fields data elements. Alcohol is a 14 field layout. You have 13 fields.'

Retailer Inventory Tracking System

Help | Logout

Select Report To Upload

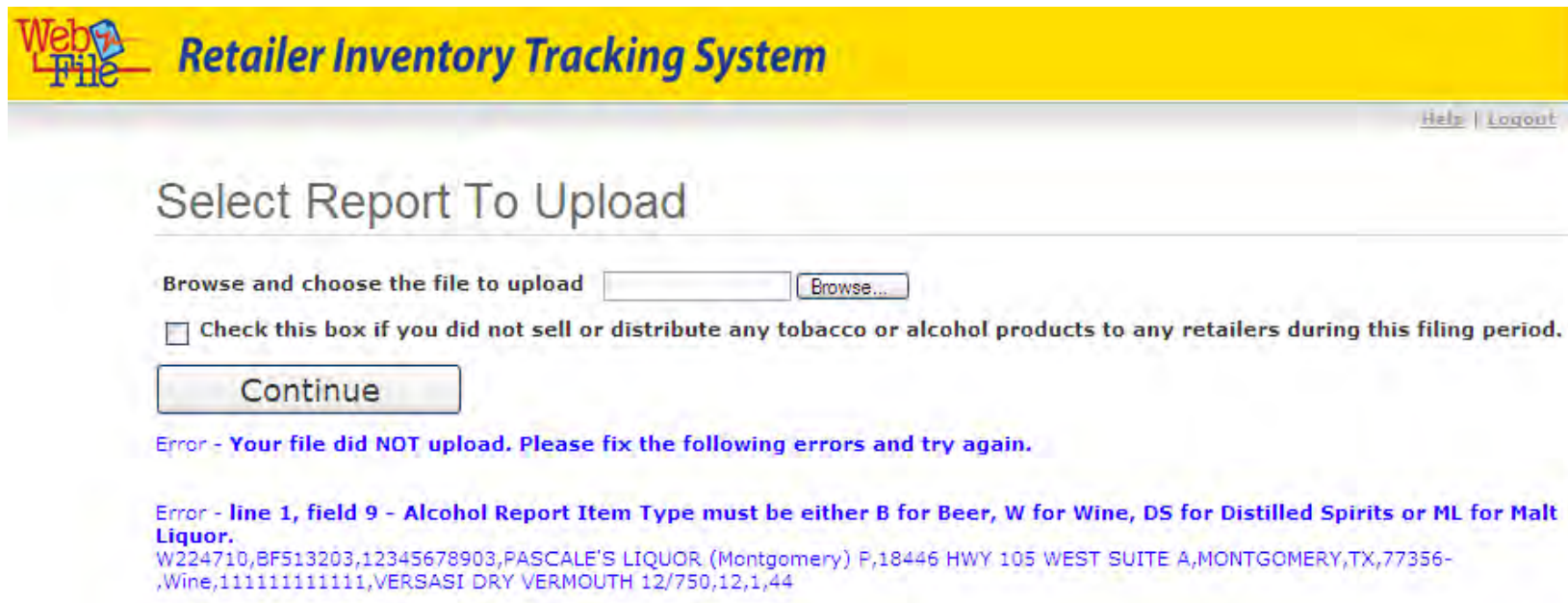
Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1 You have not entered all required fields data elements. Alcohol is a 14 field layout. You have 13 fields.

Item type must be B, W, DS, or ML



The screenshot shows a web application titled "Retailer Inventory Tracking System" with a yellow header. Below the header, there is a "Select Report To Upload" section. It includes a "Browse and choose the file to upload" button, a checkbox for "Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.", and a "Continue" button. Below the "Continue" button, an error message is displayed in red text: "Error - Your file did NOT upload. Please fix the following errors and try again." The error details specify: "Error - line 1, field 9 - Alcohol Report Item Type must be either B for Beer, W for Wine, DS for Distilled Spirits or ML for Malt Liquor." followed by a sample data line: "W224710,BF513203,12345678903,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,Wine,11111111111,VERSASI DRY VERMOUTH 12/750,12,1,44".

Retailer Inventory Tracking System

[Help](#) | [Logout](#)

Select Report To Upload

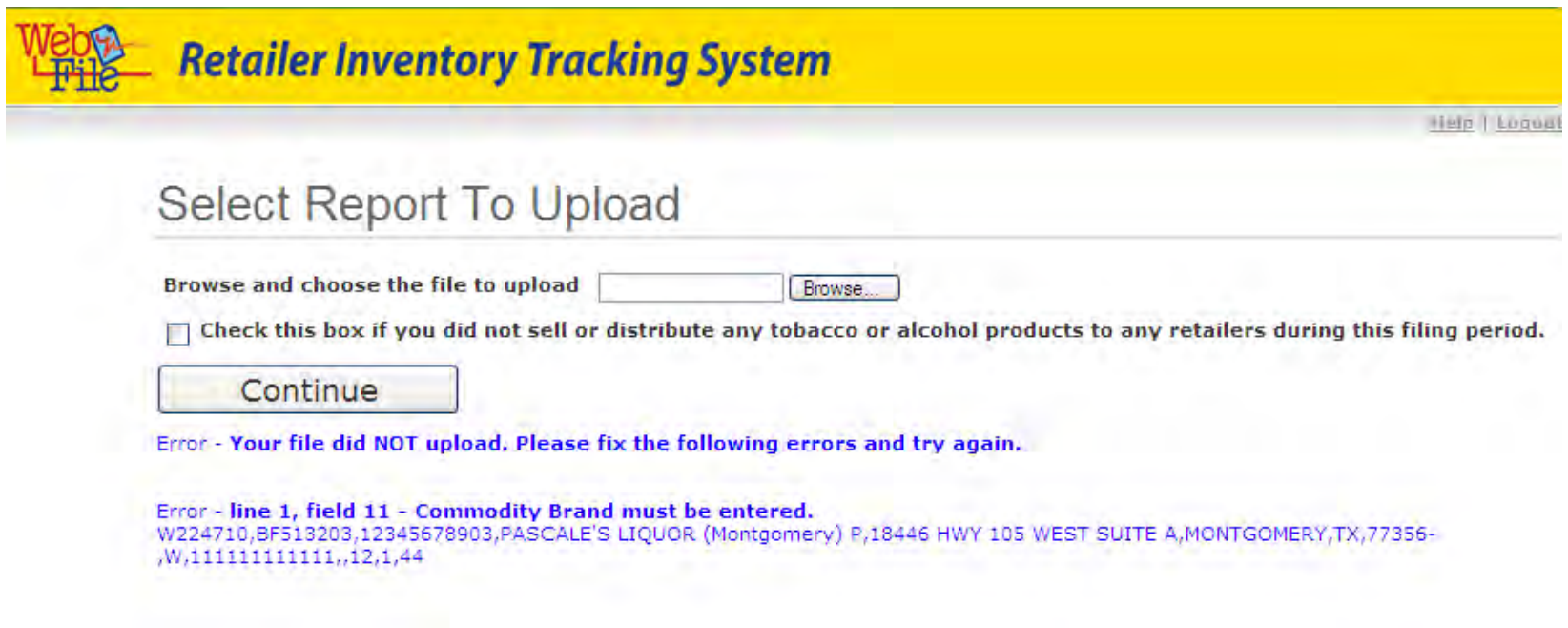
Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1, field 9 - Alcohol Report Item Type must be either B for Beer, W for Wine, DS for Distilled Spirits or ML for Malt Liquor.
W224710,BF513203,12345678903,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-,Wine,11111111111,VERSASI DRY VERMOUTH 12/750,12,1,44

Brand name cannot be empty



The screenshot shows the 'Retailer Inventory Tracking System' web interface. At the top is a yellow header with the system name and a 'Web File' icon. Below the header is a 'Select Report To Upload' section. It includes a 'Browse and choose the file to upload' label, a text input field, and a 'Browse...' button. There is a checkbox labeled 'Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.' and a 'Continue' button. Below these elements, an error message is displayed in blue text: 'Error - Your file did NOT upload. Please fix the following errors and try again.' followed by a detailed error message: 'Error - line 1, field 11 - Commodity Brand must be entered. W224710,BF513203,12345678903,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-W,111111111111,,12,1,44'.

Retailer Inventory Tracking System

Help | Logout

Select Report To Upload

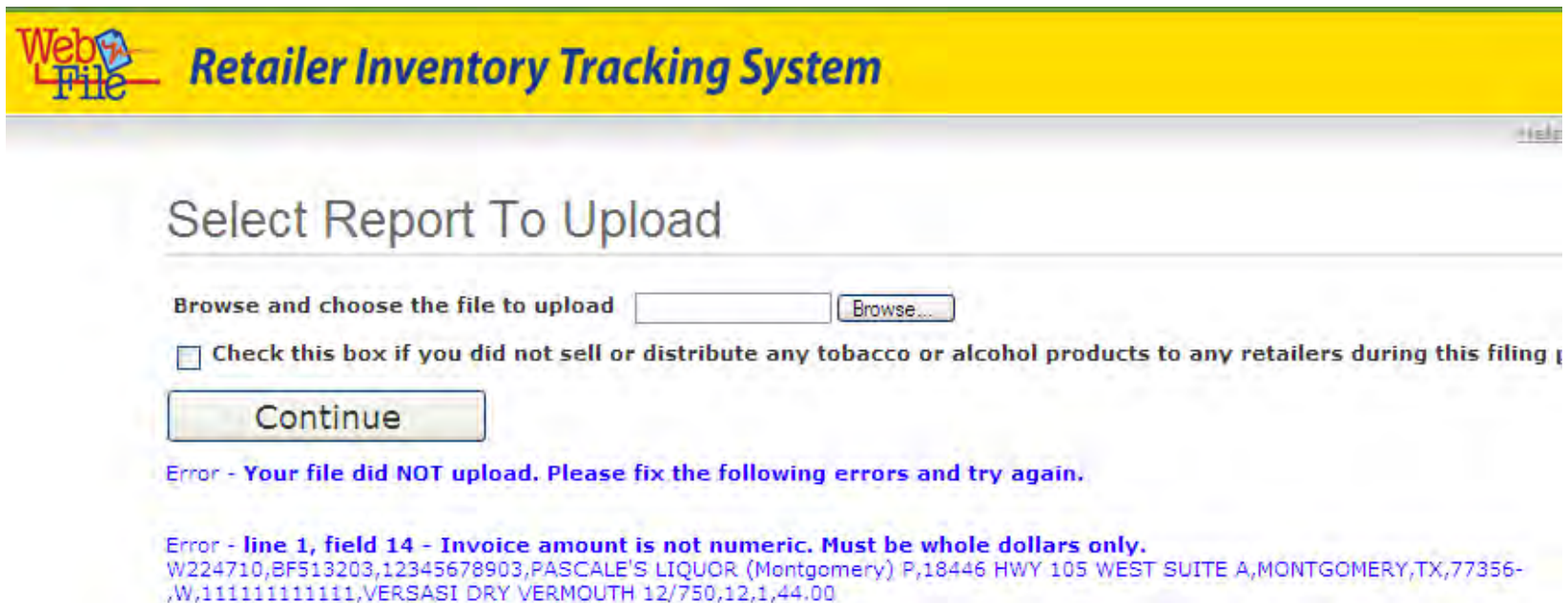
Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1, field 11 - Commodity Brand must be entered.
W224710,BF513203,12345678903,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-W,111111111111,,12,1,44

Invoice amount in whole dollars



The screenshot shows a web application titled "Retailer Inventory Tracking System" with a "Web File" icon. The main heading is "Select Report To Upload". Below this, there is a text input field and a "Browse..." button. A checkbox is present with the label "Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing". A "Continue" button is also visible. An error message in red text states: "Error - Your file did NOT upload. Please fix the following errors and try again." Below the error message, the specific error is detailed: "Error - line 1, field 14 - Invoice amount is not numeric. Must be whole dollars only." followed by a sample data line: "W224710,BF513203,12345678903,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-W,111111111111,VERSASI DRY VERMOUTH 12/750,12,1,44.00".

Retailer Inventory Tracking System

Select Report To Upload

Browse and choose the file to upload

☐ Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1, field 14 - Invoice amount is not numeric. Must be whole dollars only.
W224710,BF513203,12345678903,PASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356-W,111111111111,VERSASI DRY VERMOUTH 12/750,12,1,44.00

Successful Upload - Confirmation



System down

If you receive the error message below, it usually means our servers are busy. Mark down the time and date you received this message and try again later.

